

TO ALL RESPONSIBLE OFFICERS IN SCOTLAND

Dear Colleague

**MEDICAL APPRAISAL GUIDANCE SCOTLAND**  
***A Guide to the structures and processes for the delivery of appraisal for Revalidation purposes.***

1. I have attached a new document *Medical Appraisal Guidance Scotland* (see Appendix) which was produced by a working group of the Revalidation Delivery Board for Scotland (RDBS).
2. This new document replaces and supersedes *NHS Scotland: A Guide to Appraisal for Medical Revalidation, July 2012 (Updated March 2014)*.
3. The document aims to provide guidance regarding the structures and processes that are required to deliver medical appraisal in Scotland. It is a timely reminder that in addition to contributing to the revalidation process appraisal is a supportive, formative and reflective process.
4. It is designed for those who are responsible for the delivery of the appraisal process in Scotland which includes Responsible Officers, appraisal leads and appraisers. It is also applicable to all doctors who need to understand the appraisal process.

**ACTION**

5. I ask that you cascade the new guidance to appraisal leads, appraisers and managers and that designated bodies provide support as required.
6. I ask that you ensure that any reference to the superseded guidance is deleted and is replaced with reference and signposting to the new guidance.

**From the Chief Medical  
Officer  
Professor Gregor Smith**

20 December 2021

SGHD/CMO(2021)40

**Addresses**

For action

Responsible Officers in Scotland

For information

PAs to Responsible Officers in  
Scotland  
Chief Executives

**Further Enquiries to:**

Sally White  
Policy Officer, Scottish  
Government  
St Andrew's House  
EDINBURGH EH1 3DG

Email: [Sally.white@gov.scot](mailto:Sally.white@gov.scot)

## APPENDIX



MEDICAL APPRAISAL  
GUIDANCE SCOTLAN

Yours sincerely

*Gregor Smith*

Professor Gregor Smith  
**Chief Medical Officer**